

Workspace and Working Group Communication/Coordination Summaries

Clinical Trial Management Systems Workspace

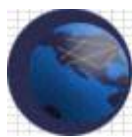
Communication/Coordination Summary

- Global Meetings
 - Quarterly face-to-face
 - Rotate locations
 - Monthly teleconferences
- Sub Working Group Meetings
 - Face-to-Face
 - Frequency to be determined by group
- Post information on the caBIG interactive website.

Integrative Cancer Research Workspace

Communication/Coordination Summary

- Individuals will be designated as the points-of-contact for specific Workspaces outside of ICR
- Work in “Special Interest Groups”, defined around shared areas of interest for Workspace members, including Workspace Developers and Adopters with shared interest in specific tools
- Need some kind of standard reporting mechanism for collecting the results of Workspace Special Interest Group meetings (suggestions: web-based newsletters, regular e-mails in structured format)
- Workspace meetings via videoconferencing and teleconferencing; possible mechanism is Argonne’s Access Grid technology
- Training portals as a means of communicating, effective means of deploying and using the software developed in the Workspace
- Need mechanism for capturing knowledge exchanged between Developers and Adopters and for providing it in useful format to community
- Standards training; close collaboration with cross-cutting Workspaces
- Need specific examples and support on the use of the caCORE technologies
- Pairing of Architecture Developers to ICR Workspace Developers
- Publications for communicating internally and externally to caBIG project
- API documentation is important deliverable from ICR products, critical for caBIG-compatible systems
- Mandated contract artifacts: Regular Progress Reports, Center-Specific Synopsis, Master Contractor provides means to collect/communicate contract information
- Web page repositories for code, should include field for comments on software
- New web forums, webs, listservs – tools for “real world” adoption
- Quarterly face-to-face meetings
- Monthly conference calls for Special Interest Groups
- Adopter and Developer visits/onsite interaction



Tissue Banks and Pathology Tools Workspace

Communication/Coordination Summary

- Communicate via teleconferences, videoconferencing, person-to-person
- First year, bi-monthly meetings for the first six months, person-to-person
- Each area will have to have a meeting with domain workspaces; should meet internally first; should first meeting take place with domain workspace with one individual; workshop w/a few reps from each workspace, talk to other workspaces to determine when this would be appropriate.
- Communication - Use Forum - will need additional collaboration-ware (work with training group); create separate subgroups/folders (5) and a general site.
- Aligning Quarterly meeting with reference implementation milestones—how frequently to go through this---group felt it was too soon.
- Communication Tool – webpage that captures in real time to modules proposed and under development and during adoption cycle
- CDE Listserv or other web-based interactive forum to deal with CDE issues

Vocabularies and Common Data Elements Workspace

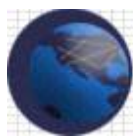
Communication/Coordination Summary

- Tentatively agreed to meet biweekly via telecom/web tools (using NCI Net-Centra tool) to begin to frame their role
- Quarterly face-to-face meetings
- Interest expressed in a LISTSERV method of internal communication
- Participants signed up to coordinate with specific domain workspaces (e.g., Architecture Working Group) and external entities (e.g., Standards Bodies, Program Initiatives)

Architecture Workspace

Communication/Coordination Summary

- Quarterly meetings: teleconferences and face-to-face
- Each area will have to have a meeting with domain workspaces; should meet internally first; should first meeting take place with domain workspace with one individual; workshop w/a few reps from each workspace, talk to other workspaces to determine when this would be appropriate.
- Communication - Use Forum - will need additional collaboration-ware (work with training group); create separate subgroups/folders (5) and a general site.
- Aligning Quarterly meeting with reference implementation milestones—how frequently to go through this---group felt it was too soon.



Strategic Planning Working Group

Communication/Coordination Summary

- Group should meet twice per year face-to-face and coordinate with other caBIG meetings whenever possible
- Bi-weekly meetings will occur via teleconference
- Agendas for the meeting should be published to the group no later than 48 hours prior to the meeting
- If no Agenda is published, the meeting will not be held
- Ken Buetow will continue as the Strategic Planning WG facilitator; however, this position may be rotated on a periodic basis
- Develop a list of guidelines for the caBIG program and how interaction with outside groups or experts should be conducted

Data Sharing and Intellectual Capital Working Group

Communication/Coordination Summary

- Mechanisms for internal group coordination and communication.
- Establish a next meeting of the Data Sharing group
- ATEP is a possibility for a communication vehicle for collaboration. Can be used to demonstrate the value of data sharing
- Seek out and identify champions within pharma and research communities who will collaborate with data sharing initiatives

Training Working Group

Communication/Coordination Summary

- Establish an email List and a Listserv for this Working Group (by subscription).
- Archive Listserv messages via forum (publicly accessible, read-only; moderated with no commercial appeals allowed; searchable).
- Index the caBIG Forum site (already created) to show topics related to training
- Create a training portal for the website
- Videoconferencing was discussed as an option
- Suggestion for “world wide web of cancer research”

Contracts Working Group

Communication/Coordination Summary

- Arrange Contracts Group meeting with Master Contractor – teleconference
- Set up a website or space on website where the Contracts Group can communicate
- Post Contract Kick-Off meeting slides on website
- Include Contracts Staff with Strategic Level Working Group on Data Sharing and Intellectual Capital to provide administrative details